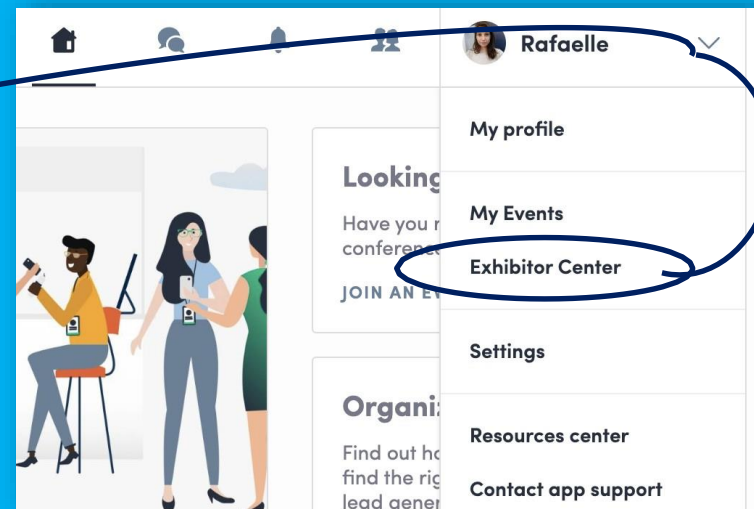


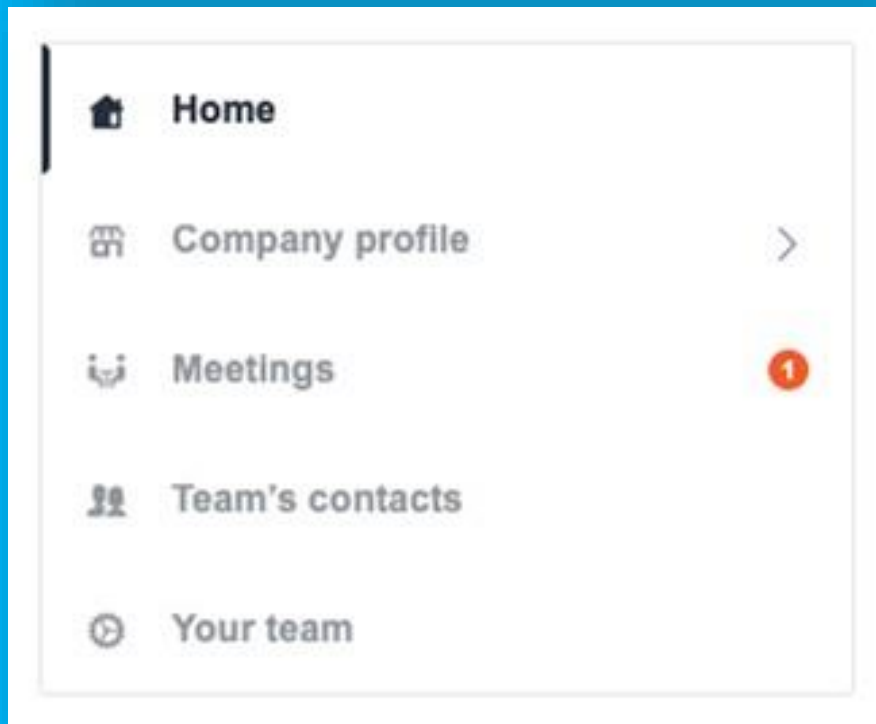
EXHIBITOR CENTER

To access your exhibitor area, click on your name at the top right-hand corner, then on “Exhibitor Center”.



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This is the **menu bar** that appears on the left-hand side of your screen. It will be useful for you to navigate between the different sections of the Exhibitor Center...



Home is the first page that you will see when accessing the Exhibitor Center.

A red pin indicates that you have a **pending notification**, so take a look and see what's going on!

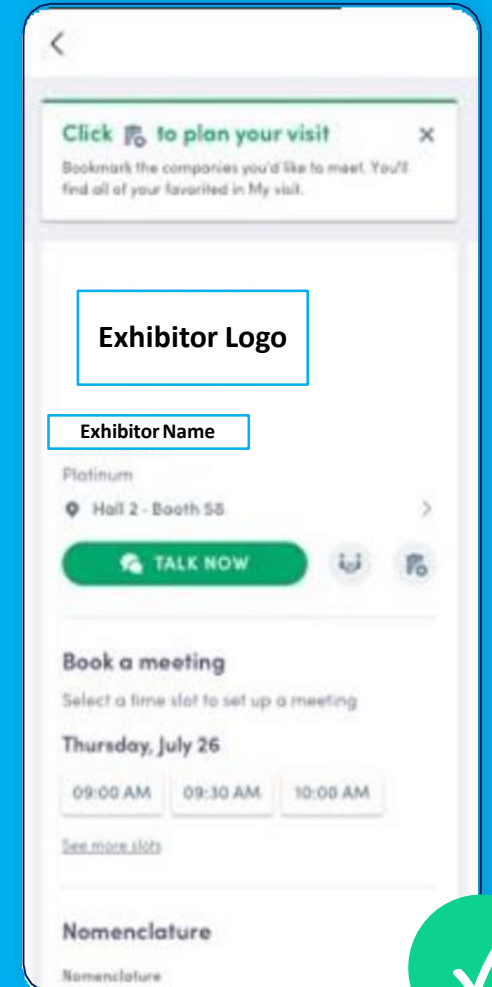
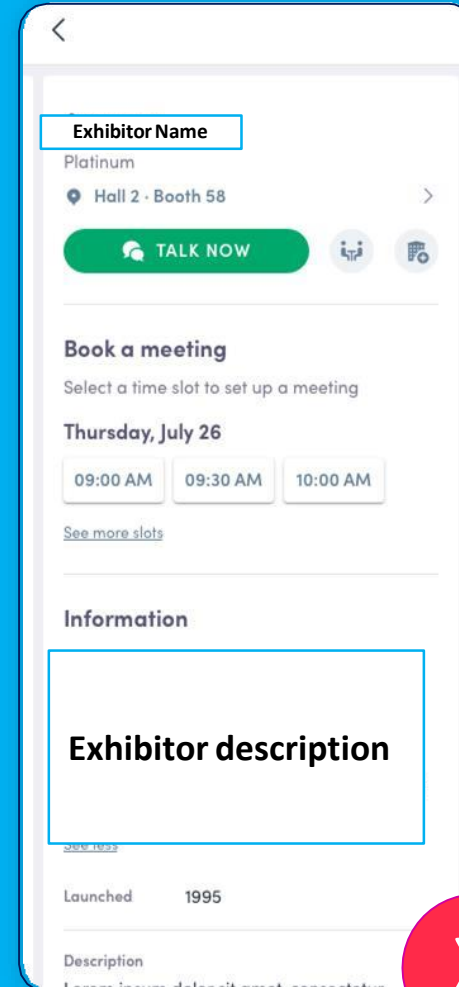
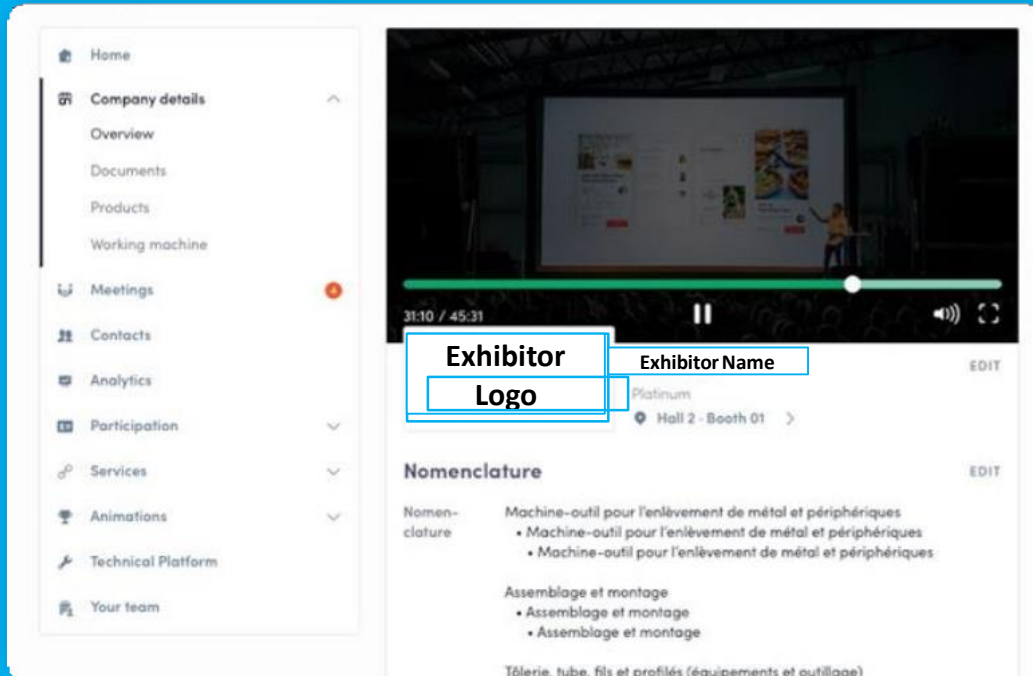
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Attendee Preview

To be contacted by as many qualified participants as possible, you must fill in all the information in your exhibitor form:

- LOGO
- DESCRIPTION
- ADDRESS
- VIDEO
- SOCIAL NETWORKS
- PRODUCTS
- NAME
- WEBSITES
- CATEGORIES

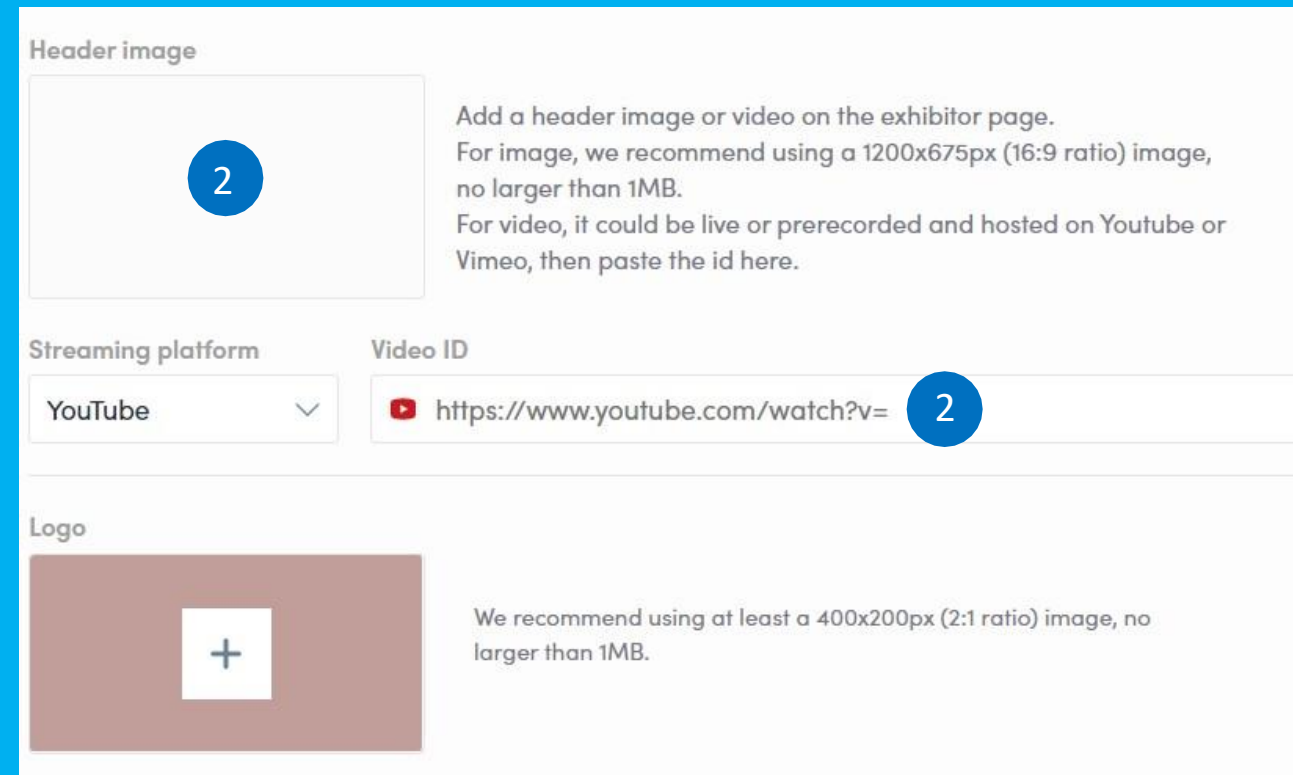
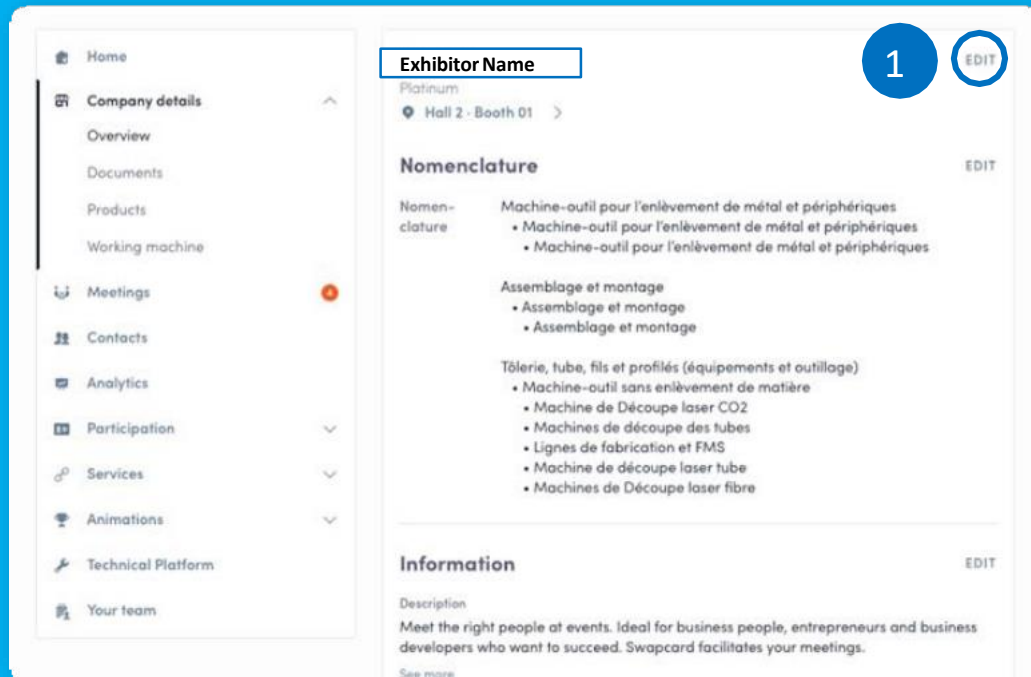
You can also add files to your company page.



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To boost your booth attractivity, you can add a logo, header image or video banner in your company profile. See logo and/or image sizing and specifications below. Note that a video can be streamed from YouTube or Vimeo.

- 1 Click on "edit" button at the top
- 2 Upload your image or add your video ID (link)



To manage the members attached to your exhibiting entity, go to "Your team".

You can then view all your collaborators, delete or add them and manage the visibility of their profile.

The screenshot displays the 'Your team' section of the application. On the left is a navigation menu with options: Home, Company profile, Meetings (with a red notification badge), Contacts, and Your team (which is selected). The main area shows a list of team members:

- Aliénor Al-Mallak**, Event Project Manager, Swapcard. A blue circle highlights a pencil icon in the top right corner of this card.
- Allyson Jean-Charles**, Office & People Operations Manager, SWAPCARD.
- Andrea Di Benedetto**, PM, Swapcard.
- Baptiste Boulard**, CEO - | improve network Swapcard - Event App &...

To the right of the list is a section titled 'Invite your colleagues' with the text: 'Add your colleagues (registered for the event) to your team so that they also have access to this interface. This will also allow you to easily share contacts made by members during the event.' Below this text is a green button labeled 'ADD A MEMBER'.

A modal window is open for 'Aliénor Al-Mallak', showing 'Member settings' with two toggle switches:

- Show profile:
- Share his contacts with the team:

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In this section you can:

- Display your team's meetings
 - Filter meetings by status: Pending, Validated, Declined, Cancelled
 - Assign a meeting to a member of your team: click "REPLY" on the meeting request, and choose the person to assign
 - Accept or decline meeting requests
- Export the full list of your team's meetings

Export meetings

Get all meetings from your team in an Excel file.

EXPORT MEETINGS

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Photo	First name	Last name	Job title	Company	Email	Created at
	suhaila	Al Munthari	Conference & Exhibition Head	abu dhabi convention bureau	smunthari@dctabudhabi.ae	12/04/2019 • 10:31 P
	Aliénor	Al-Mallak	Event Project Manager	Swapcard	alienor@swapcard.com	11/08/2019 • 9:14 AM
	Aloysius	Arlando	Chief Executive Officer	Singex Holdings Pte Ltd	aloysius.arlando@singex.com	12/04/2019 • 3:11 AM
	Annie	Bentata		By Ben Solutions	anne.bentata@by-ben.com	11/27/2019 • 12:04 P
	Baptiste	Boulard	CEO - improve networking at events with AI, Co-founder	Swapcard - Event App & Matchmaking with AI	baptiste@swapcard.com	11/28/2019 • 2:57 PM
	joe	cappuzzello	ceo		jcappuzzello@groupravelfamily.com	12/04/2019 • 11:37 P
	Marine	Delchie	Coordinatrice Générale	Comenorday	marine.delchie@comenorday.com	11/26/2019 • 2:19 PM
	Godefroy	des Francs	Head of Product, Co-founder	Swapcard	godefroy@swapcard.com	12/11/2019 • 11:48 AM
	Mauro	Dimolfetta	Commercial Director	Ampes Servi Srl	m.dimolfetta@mipel.it	01/24/2020 • 11:03 A
	Xavier	Dordor	Ceo	Myeventnetwork	xavier@myeventnetwork.com	11/27/2019 • 2:21 PM

By going to the "Shared Contacts" tab, you can view and export all the contacts collected by you and your team before, during, and after the event.

Only the contacts of your collaborators who have enabled the contact sharing option will be displayed, in addition to yours.

Check that all your collaborators have activated it.



Let's talk GDPR...

All users of the platform have agreed to share their data with the event organizer. When you scan a badge or connect with a user, they agree to share information with you. You therefore retrieve this information in compliance with the GDPR regulations.

From your App or WebApp, you can also export your contacts (and only yours) as an excel file by going to your contacts and clicking on "export".

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